



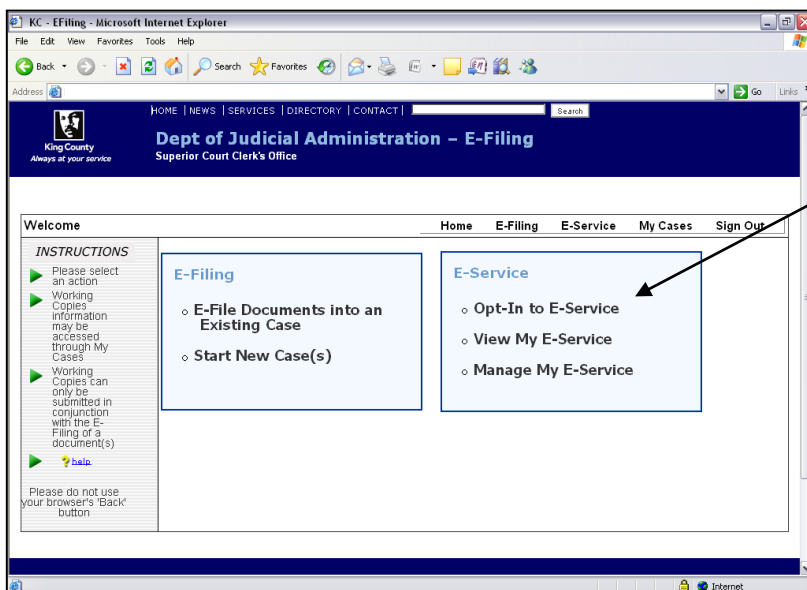
# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application

The King County Superior Court's E-Filing application's E-Service component is one method available to e-filers to effect electronic service of documents that have been e-filed with the King County Superior Clerk.

- E-Service is authorized pursuant to [GR 30.2 \(d\)](#), which states "Parties may electronically serve documents on other parties of record only by agreement."
- Documents E-Filed with the KCSC Clerk's Office are not automatically provided to the court or served on other case participants (unlike the federal application)
- E-Service is available on a per case basis and you must be a party to the case, per terms and conditions
- The E-Service component of the E-Filing Application may be used anytime – it is not restricted by the Clerk's Office business hours
- The Clerk's Office does not monitor the E-Service component; the feature is provided as a customer service tool
- There is no cost for use of this E-Service component of the E-Filing Application

## Opt-in to Accept Electronic Service

'Opt-In to E-Service' is the set-up process that enables you to receive electronic service of e-filed documents through the E-Filing Application.




### Choose E-Service Process

- From the 'Home' page, choose 'Opt-In to E-Service'

# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application

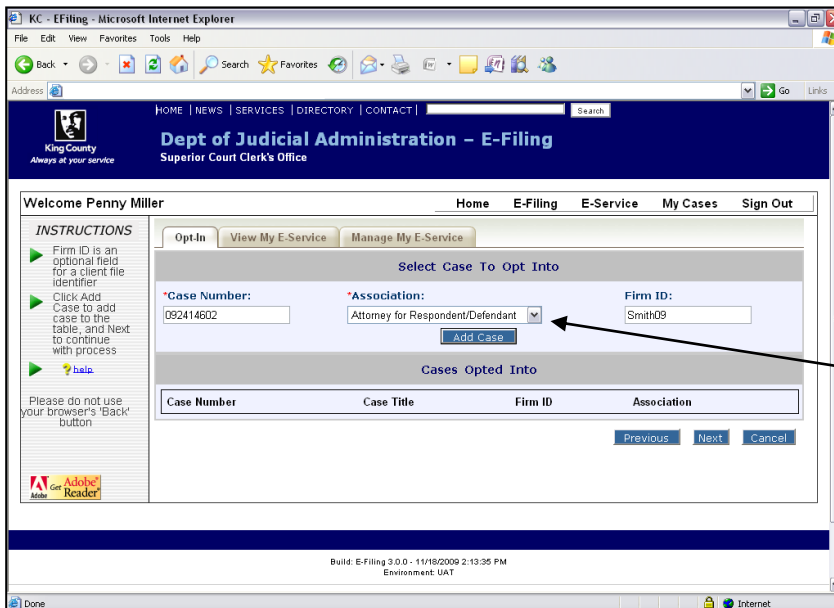
## E-Service Terms and Conditions

- Enter your '**Primary E-Mail**' address and '**Verify E-Mail**' to ensure accuracy of address entered (NOTE: the name on the user account will be reflected as the party opting to accept electronic service)
- Carefully read the '**E-Service Terms and Conditions**' prior to clicking '**Accept**' to continue

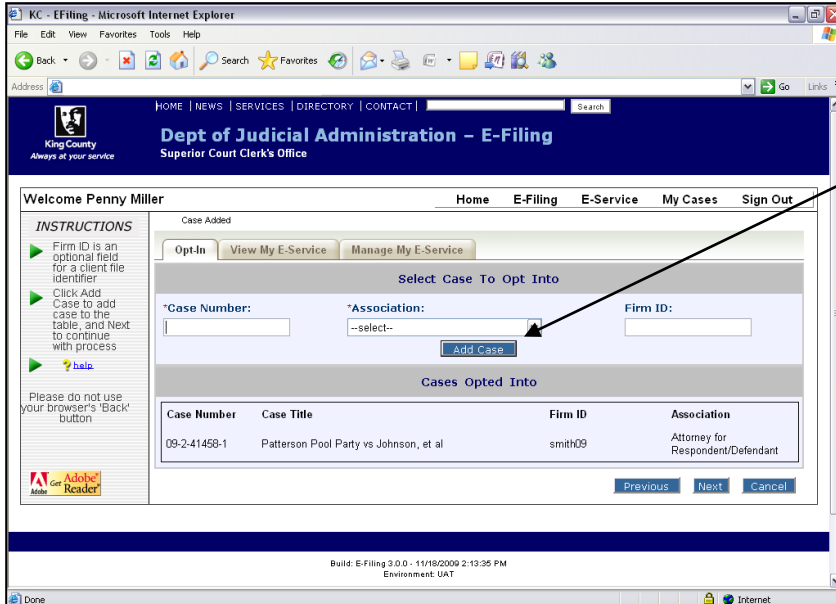


## Identify Case to Opt Into

- Enter the case number for which you agree to accept E-Service
- Choose an '**Association**' from the drop-down list (i.e., the description of your role in the case)
- The '**Firm ID**' field is optional; enter your client's file identifier or case management system code

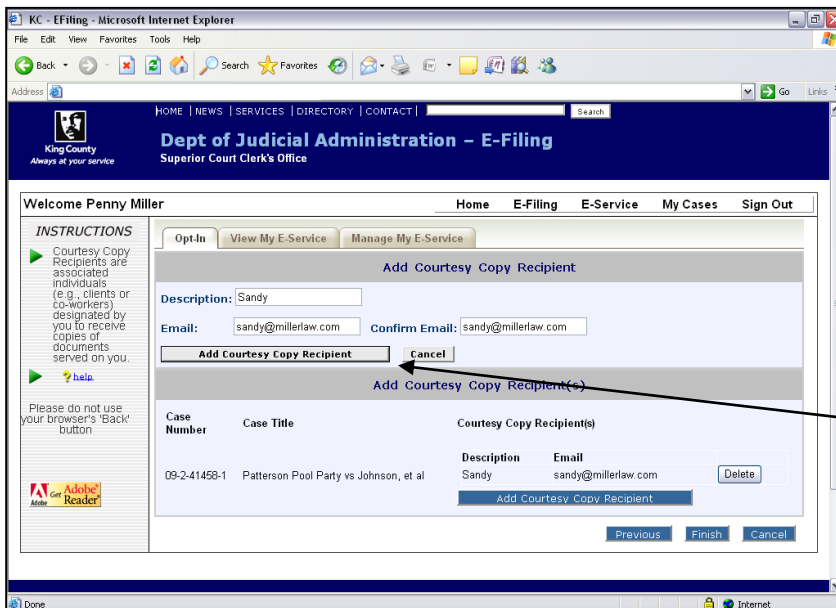


# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application



## Identify Case(s) for Opt-In Continued

- Click 'Add Case'
- If you wish to opt into multiple cases, enter a new case number and continue the steps above
- Click 'Next' to continue



## Add Courtesy Copy Recipient(s)

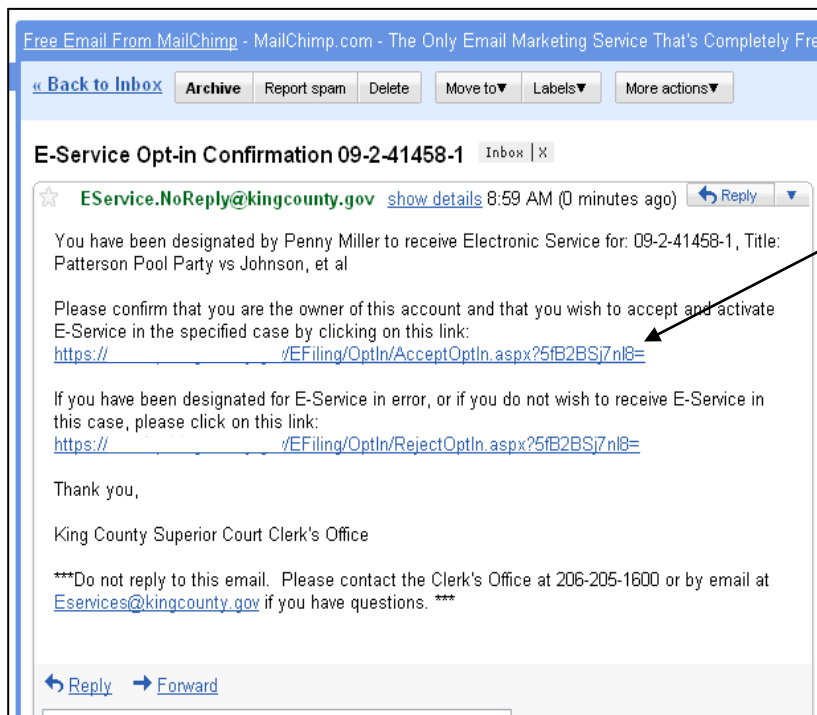
- Enter a 'Description' of your first courtesy copy recipient (i.e., a person or location to also receive service via a 'blind copy' for any service e-mails received on the identified case)
- Enter the e-mail address and repeat to confirm the address is correct
- Click 'Add Courtesy Copy Recipient'
- Repeat process to enter up to four additional courtesy copy recipients or click 'Finish' to continue

# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application



## E-Service Confirmation Receipt

- Review the E-Service Opt-in Confirmation Receipt information for accuracy. If a case was entered in error or you wish to receive E-Service for a temporary period of time, you may easily 'opt-out' of the case through the 'Manage My E-Service' tab
- NOTE: The Opt-in process is not complete until confirmation action is taken via the e-mail message automatically received

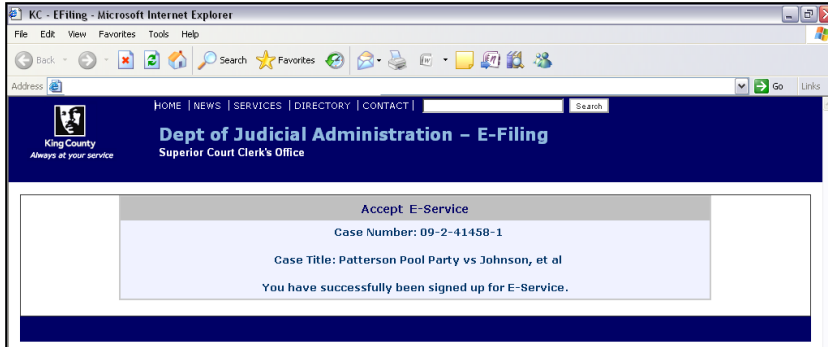


## E-Service Opt-in Confirmation

- To complete the E-Service Opt-in process, click the 'accept and activate E-Service' link provided in the e-mail automatically sent to the address(es) provided, including courtesy copy recipients
- If the case number and title are incorrect or an error was made in the opt-in process, click the second link

# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application

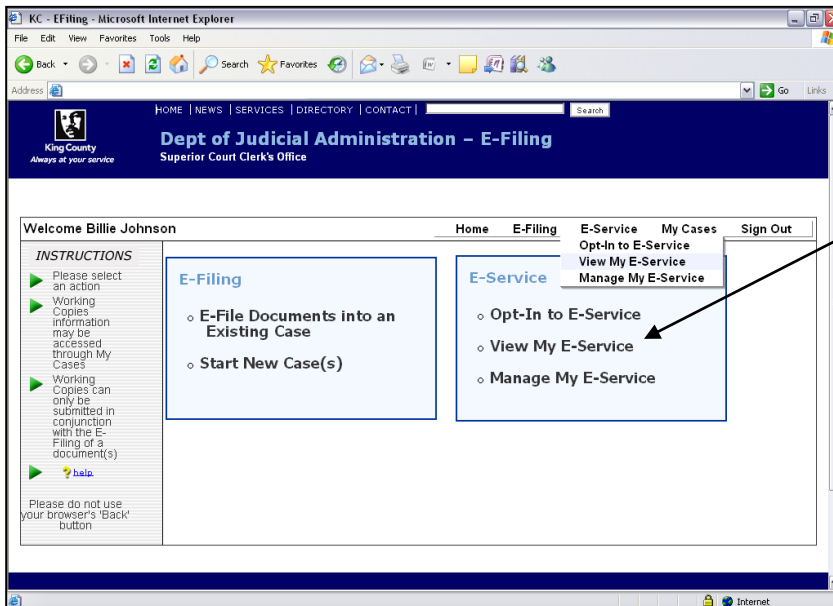
## E-Service Opt-in Confirmation



- Upon clicking the '**accept and activate E-Service**' link, you will receive notice that you have successfully signed up for E-Service
- The first and last name identified on your user account information will now display as agreeing to accept E-Service for the case identified

## View My E-Service

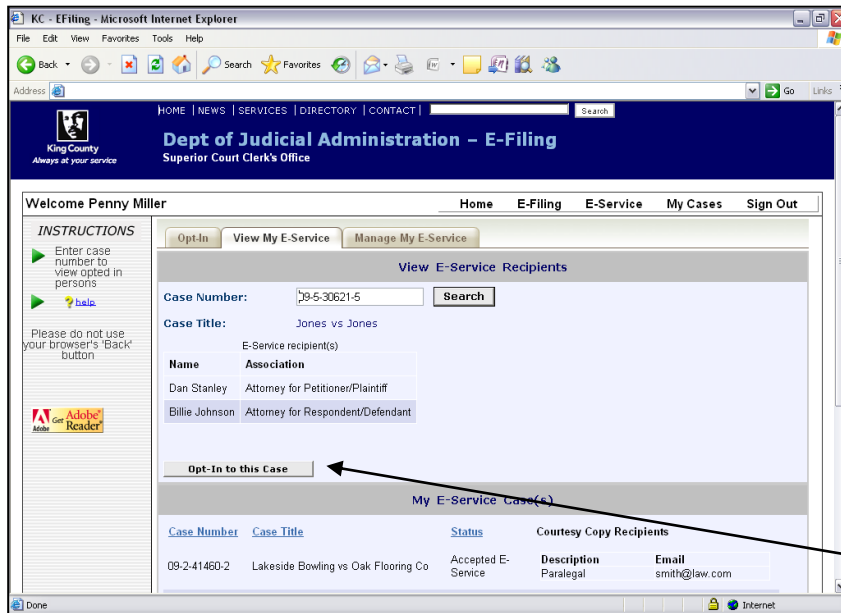
'**View My E-Service**' is the process enables you to view the names and association of persons that have successfully opted in to accept e-service of e-filed documents on a particular case, and to view the case(s) you have previously opted in to accept e-service.



## Choose E-Service Process

- From the '**Home**' page choose '**View My E-Service**'

# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application



## View E-Service Recipients

- To view names of those who have opted in to accept E-Service for a particular case, enter the case number in the box provided and click 'Search'
- You may search on any King County Superior Court Case initiated on or after January 1, 2000
- Click 'Opt-In to this Case' button to directly to step one in the 'Opt-In' process



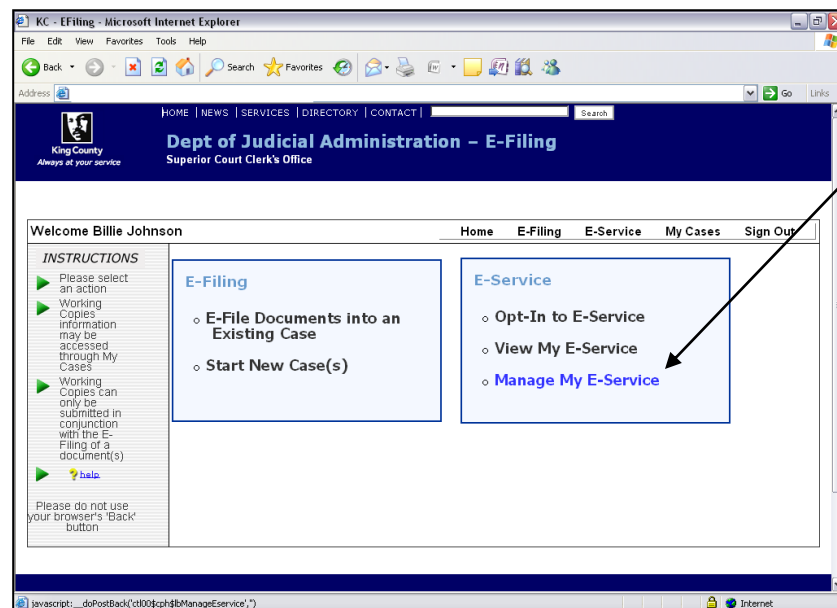
## View My E-Service Cases

- The 'My E-Service Case(s)' table displays the status of the case(s) you have opted into and the information you entered
- If you completed the opt-in process by clicking the accept link in the e-mail sent, the 'Status' column will display 'Accepted E-Service'. If you have not yet clicked the link in the e-mail, the status will display 'Not Accepted e-Service' until such time that you click the e-mail link to accept or the case display will be removed if you select the link stating you do not wish to receive E-Service

# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application

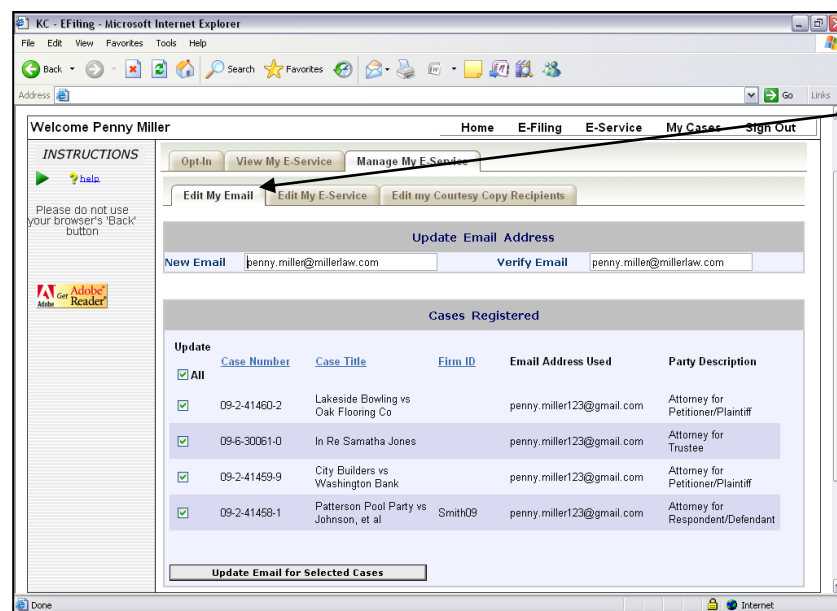
## Manage My E-Service

'Manage My E-Service' is the process enables you to modify your previously entered E-Service related information and to opt-out of acceptance of service on a case(s).



### Choose E-Service Process

- From the 'Home' page click 'Manage My E-Service'
- Three sub-tabs will appear: 'Edit My E-Mail', 'Edit My E-Service' and 'Edit My Courtesy Copy Recipients'



### Edit My E-Mail

- 'Edit My E-Mail' allows you to change the primary E-Service e-mail address for one or more of the cases you have opted into
- Enter the new e-mail address and verify the address for accuracy
- Select all, one, or multiple cases to change the primary e-mail address to the new address entered
- Click 'Update E-Mail for Selected Cases'

# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application

## Edit My E-Service - Association

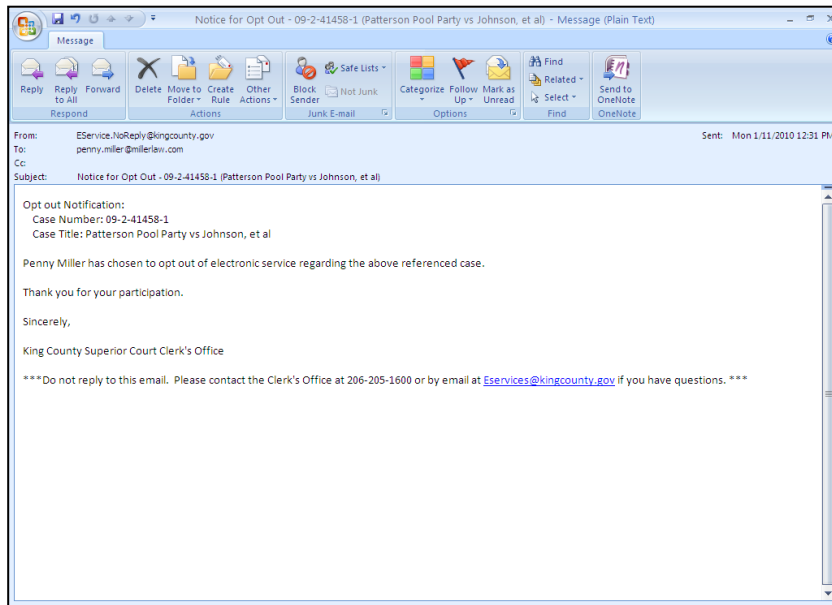
- To modify a previously entered association, click the down arrow in the '**Change Association**' filed next to the incorrect entry and choose the correct option
- Click '**Update Association**' to confirm the new association selected

## Edit My E-Mail – Opting Out

- To '**Opt Out**' of a accepting E-Service on a case, select the check box for one, multiple or 'all' cases displayed
- Click '**Opt-Out of Selected**' to complete the opt-out of E-Service process
- To best manage your E-Service Cases Registered table, it is suggested that you opt-out of cases upon completion of the case
- Upon completing the 'Opt-out' process, the case will no longer appear on your E-Service Cases Registered table



# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application



## Edit My E-Mail – Opting Out

- You will receive an auto-generated e-mail upon opting out of E-Service for a case. This e-mail will also be sent to all other persons currently opted in to accept E-Service as a notification of your opted-out status



## Edit My Courtesy Copy Recipients

- To view all previously entered courtesy copy recipients information for all opted into cases, click 'show all', otherwise click the link for a specific case

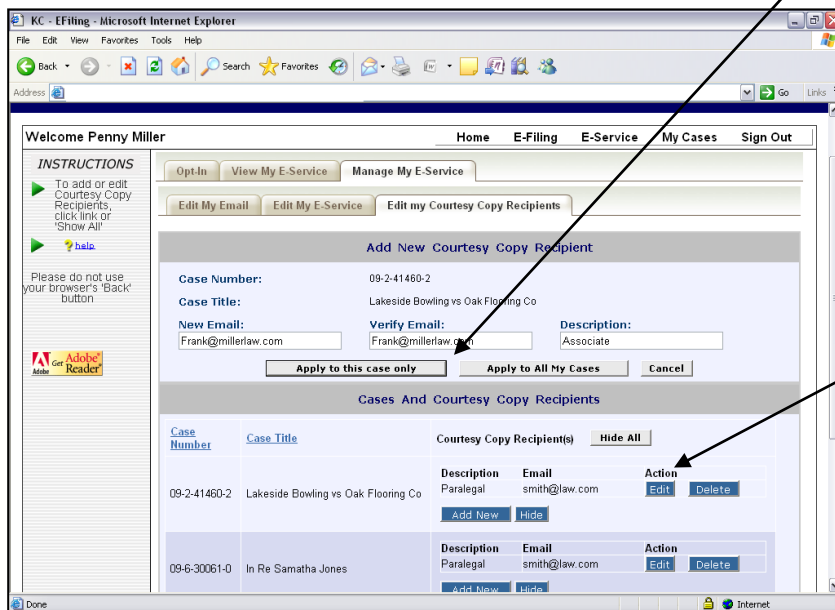
# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application

## Edit My Courtesy Copy Recipients



- From this sub-tab you may **add**, **edit**, and **delete** your courtesy copy recipients on a single case or on multiple cases

- To add a new courtesy copy recipient, click '**Add New**' and complete the information required
- You are provided with the option to add the new courtesy copy recipient to the selected case or to all your opted into cases – click the desired button



- The new courtesy copy recipient will be displayed
- The new courtesy copy recipient will receive an auto-generated e-mail verifying agreement to receive E-Service. The set-up process will not be complete until the link in the e-mail sent is clicked.

- To modify your courtesy copy recipient information click '**Edit**' by the recipient needing updating and enter new information in the fields provided

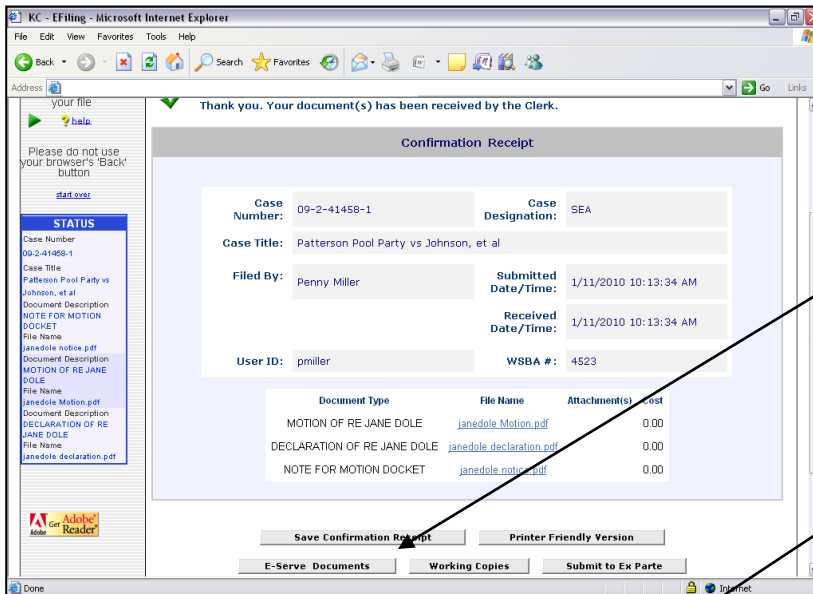
# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application

## E-Serve Your E-Filed Document(s)

'E-Serve Documents' is the E-Filing application process that facilitates the electronic service of documents, which have been e-filed with the King County Superior Clerk, to persons that previously elected to opt-in to accept e-served documents.

### E-Serving E-Filed Document(s)

- Document(s) e-filed into an existing case may be e-served from the 'Confirmation Receipt' page by clicking 'E-Serve Documents'
- Or, by clicking the 'E-Service' link from the 'My Cases > Status' page



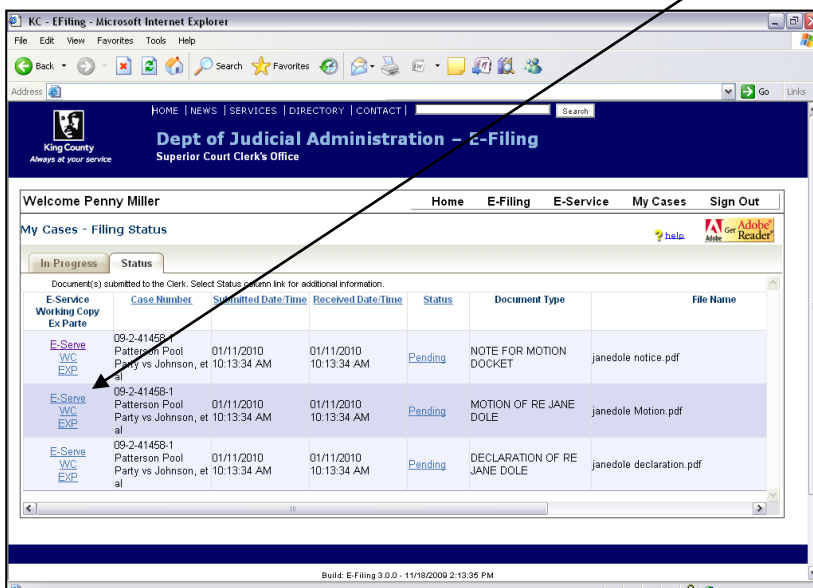
Thank you. Your document(s) has been received by the Clerk.

**Confirmation Receipt**

Case Number:	09-2-41458-1	Case Designation:	SEA
Case Title:	Patterson Pool Party vs Johnson, et al		
Filed By:	Penny Miller	Submitted Date/Time:	1/11/2010 10:13:34 AM
		Received Date/Time:	1/11/2010 10:13:34 AM
User ID:	pmiller	WSBA #:	4523

Document Type	File Name	Attachment(s)	Cost
MOTION OF RE JANE DOLE	janedole Motion.pdf		0.00
DECLARATION OF RE JANE DOLE	janedole declaration.pdf		0.00
NOTE FOR MOTION DOCKET	janedole notice.pdf		0.00

Buttons: Save Confirmation Receipt, Printer Friendly Version, E-Serve Documents, Working Copies, Submit to Ex Parte



Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

My Cases - Filing Status

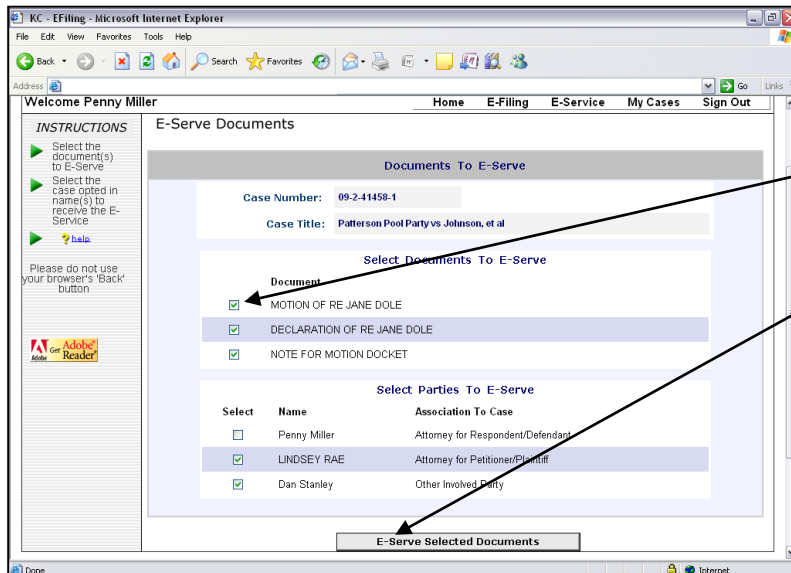
In Progress Status

Document(s) submitted to the Clerk. Select Status column link for additional information.

E-Service Working Copy Ex Parte	Case Number	Submitted Date/Time	Received Date/Time	Status	Document Type	File Name
<a href="#">E-Serve</a> <a href="#">WC</a> <a href="#">Exp</a>	09-2-41458-1	01/11/2010 10:13:34 AM	01/11/2010 10:13:34 AM	Pending	NOTE FOR MOTION DOCKET	janedole notice.pdf
<a href="#">E-Serve</a> <a href="#">WC</a> <a href="#">Exp</a>	09-2-41458-1	01/11/2010 10:13:34 AM	01/11/2010 10:13:34 AM	Pending	MOTION OF RE JANE DOLE	janedole Motion.pdf
<a href="#">E-Serve</a> <a href="#">WC</a> <a href="#">Exp</a>	09-2-41458-1	01/11/2010 10:13:34 AM	01/11/2010 10:13:34 AM	Pending	DECLARATION OF RE JANE DOLE	janedole declaration.pdf

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# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application



Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

**INSTRUCTIONS**

- Select the document(s) to E-Serve
- Select the case opted in name(s) to receive the E-Service
- Please do not use your browser's 'Back' button

**E-Serve Documents**

**Documents To E-Serve**

Case Number: 09-2-41458-1  
Case Title: Patterson Pool Party vs Johnson, et al

**Select Documents To E-Serve**

Select	Document
<input checked="" type="checkbox"/>	MOTION OF RE JANE DOLE
<input checked="" type="checkbox"/>	DECLARATION OF RE JANE DOLE
<input checked="" type="checkbox"/>	NOTE FOR MOTION DOCKET

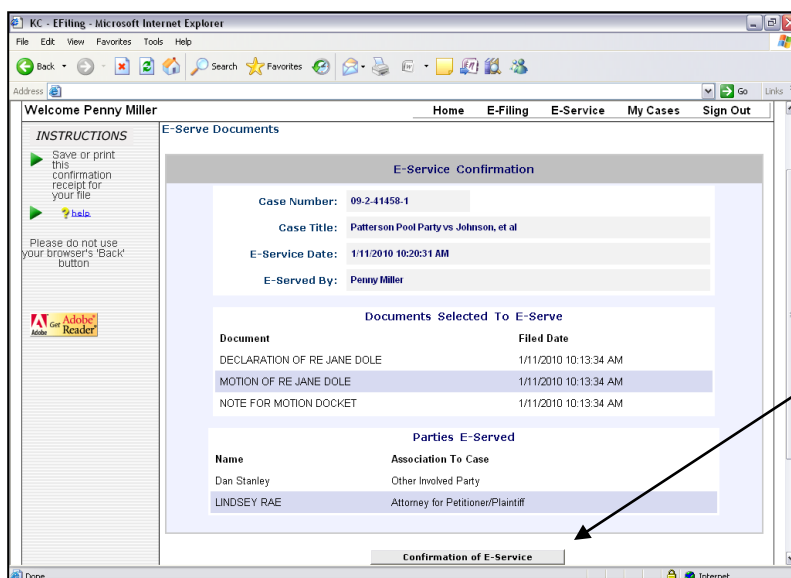
**Select Parties To E-Serve**

Select	Name	Association To Case
<input type="checkbox"/>	Penny Miller	Attorney for Respondent/Defendant
<input checked="" type="checkbox"/>	LINDSEY RAE	Attorney for Petitioner/Plaintiff
<input checked="" type="checkbox"/>	Dan Stanley	Other Involved Party

**E-Serve Selected Documents**

## E-Serving Your Document(s)

- From the 'Documents to E-Serve' page select the e-filed *Document(s)* and *Parties* you wish to electronically serve
- Click 'E-Serve Selected Documents'



Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

**INSTRUCTIONS**

- Save or print this confirmation receipt for your file
- Please do not use your browser's 'Back' button

**E-Serve Documents**

**E-Service Confirmation**

Case Number: 09-2-41458-1  
Case Title: Patterson Pool Party vs Johnson, et al  
E-Service Date: 1/11/2010 10:20:31 AM  
E-Served By: Penny Miller

**Documents Selected To E-Serve**

Document	Filed Date
DECLARATION OF RE JANE DOLE	1/11/2010 10:13:34 AM
MOTION OF RE JANE DOLE	1/11/2010 10:13:34 AM
NOTE FOR MOTION DOCKET	1/11/2010 10:13:34 AM

**Parties E-Served**

Name	Association To Case
Dan Stanley	Other Involved Party
LINDSEY RAE	Attorney for Petitioner/Plaintiff

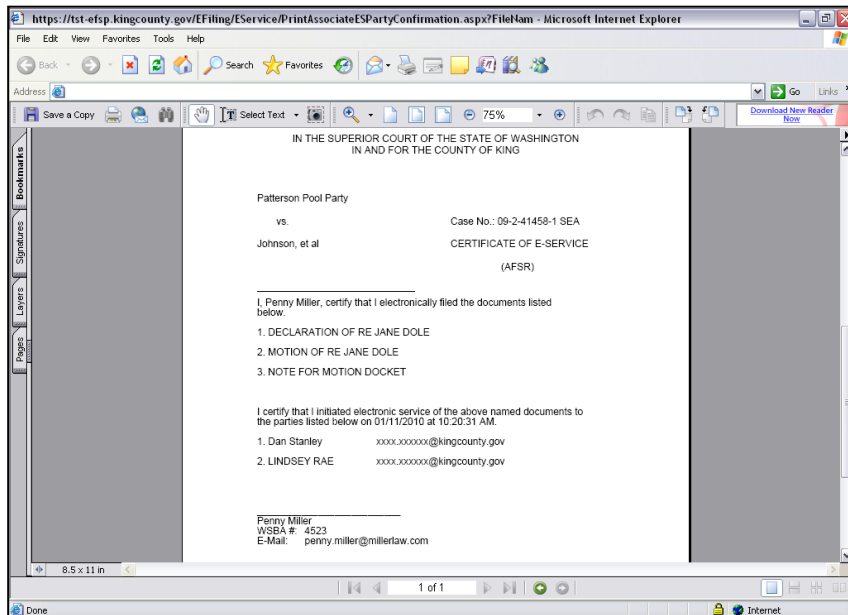
**Confirmation of E-Service**

## E-Service Confirmation

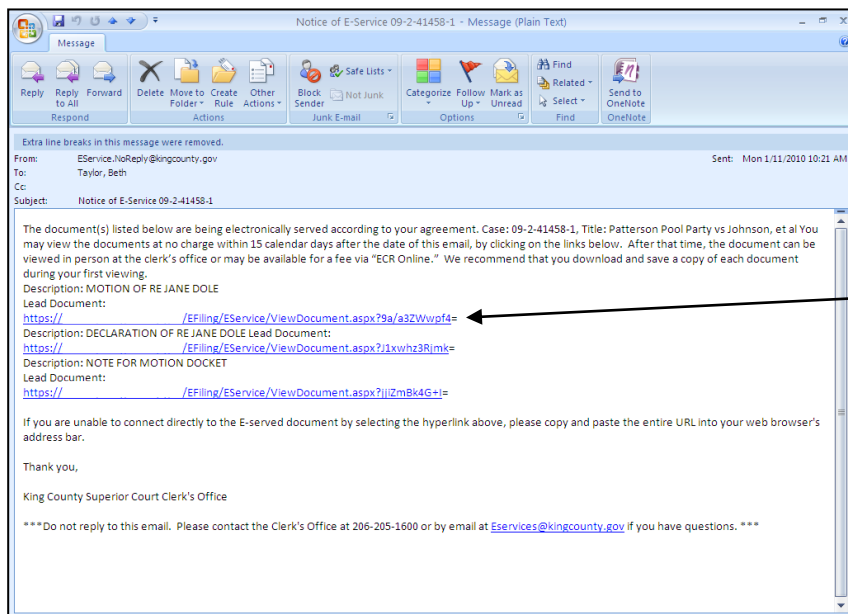
- The screen will refresh and an 'E-Service Confirmation' page will display
- Click 'Confirmation of E-Service' to print or save an application generated 'Certificate of Electronic Service' document
- Please Note: Once you leave the 'E-Service Confirmation' screen you cannot re-access the 'Certificate of Electronic Service' pdf document unless you save it to your computer

# How to Electronically Serve E-Filed Documents Utilizing the E-Filing Application

## Confirmation of E-Service



- The 'Certificate of Electronic Service' is not automatically e-filed by the application
- Using this *Certificate of Electronic Service* is not required. You are welcome to continue using your existing *Certificate of Service* template.
- To file the created certificate you will need to save the document, prepare it for e-filing and select the 'E-File into an Existing Case' process from the 'Home' page or 'E-filing' navigational tab to initiate a new filing submission



## E-Served Documents

- E-Service recipients will receive the documents served on them via an e-mail with a link to the served document in a pdf format
- The document link(s) will be active for 15 days following service
- Recipients may click to link(s) to view and save the served documents